

Nomination for Exceptional Achievement Award For Management Pay Plan Employees

Procedure for Requesting an Award

1. Please provide justification for the nomination. Accomplishments that could be eligible for awards include sustained excellent performance or outstanding one-time accomplishments. Please reference the Management Pay Plan Guidelines and Procedures in preparing the nomination for an Award.
2. The department head will submit the attached form to the Department of Employee Relations by January 16, 2009.
3. The Department of Employee Relations will review the request as soon as possible following receipt and issue a determination.

Name:		PeopleSoft ID#:
Job Title:		Salary Grade:
Department:		
Has the employee received a written performance review for 2008? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<u>Justification For Award:</u>		
Department Head Signature:		Date:

EMPLOYEE RELATIONS

Approved By:		Date:
<u>Comments:</u>		